

EMPLOYEE HOURS

The breakdown of hours in each classification is reported to USDA, so it is important that you understand how these hours are classified. Use the following list as a guideline for the types of tasks or functions related to each classification.

WIC Program Management Hours - Time in this category is time spent:

- Setting up appointment slots in the appointment scheduling system;
- Managing clinics, caseload and finances;
- Completing the administrative cost report (online invoice);
- Decisions regarding retaining or destruction of records;
- Preparing and evaluating the Local Agency Plan (LAP);
- Conducting outreach activities (NOT related to Breastfeeding Promotion and Support);
- Participating in continuing education activities;
- Reviewing and using reports;
- Performing supervisory duties;
- Conducting studies and surveys of the relationship of dietary factors to health and disease, including compilation of data and interpretation of results;
- Documenting WIC services provided to WIC participants for reports.
- Reading WIC Updates and emails/guidance from the state WIC office
- Recording WIC hours worked on employee's timesheet
- Attending general WIC or MOWINS training that is not specific to nutrition education or breastfeeding promotion and support

WIC Client Service Hours – Time in this category is time spent:

- Keying certification and nutrition education data;
- Issuing and printing food instruments;
- Preparing information for transfer requests and entry of transfer data;
- Filing or pulling files for the WIC clinic;
- Referring the applicant/participant to social and/or community service programs;
- Interviewing participants regarding possible fraud or violations;
- Explaining program eligibility requirements and participant rights and responsibilities;
- Assessing income;
- Completing participant common data information on certifications;
- Explaining to participants/proxies how to use food instruments;
- Scheduling appointments;
- Following up on no show applicants/participants and rescheduling or mailing missed appointment cards;
- Assisting in obtaining or obtaining height/length and weight measurements, hemoglobin/hematocrit values, oral inspections, dietary intakes and other necessary medical and/or nutritional information or referral services for specific applicants/participants;

- Informing applicants/participants about the benefits and services of the WIC Program;
- Inquiring into participant desires for formula/food package changes including past food instrument redemption and food package tailoring;
- Intake interviews for eligibility and certification information;
- Verbal assessments of the need for blood lead testing and the referral to accomplish;
- Provision of information on the recommended immunization schedule appropriate to the current age of an infant/child and referral information for immunization services;
- Explaining the foods found on the food instrument, the importance of picking up food instruments following scheduled appointments and the importance that the foods being issued are to be consumed by the participant rather than the entire family and not to give, sell, or trade food items redeemed;
- Explaining the use and importance of the participant identification folder;
- Explaining local rules and regulations, especially those related to appointments and rescheduling process and procedures;
- Explaining the illegality of dual participation;
- Inquiries to the participant regarding problems in redeeming food instruments;
- Recording the determination of medical/nutritional eligibility and assigned risk factors;
- Recording the appropriate supplemental food package;
- Recording the approval of special formulas according to state WIC program policies and procedures.

WIC Nutrition Education Hours - Time in this category is time spent in:

- Nutrition Education planning and lesson development;
- Nutrition Education delivery (individual or group);
- Nutrition Education evaluation;
- Delivery of or attending Nutrition Education training (that is NOT Breastfeeding Promotion and Support);
- Consultation with State Nutritionist relating to Nutrition Education;
- Development and evaluation of the nutrition portion of the Local Agency Plan (LAP);
- Develop/procurement/review of educational materials, or instructional curricula related to Nutrition Education that is NOT related to Breastfeeding Promotion and Support;
- Tailoring of individual participant's food package.
- Making comparisons of laboratory test results, anthropometric measures and or dietary intakes to establish a standard to determine basic nutrition counseling needed for specific participants;

WIC Breastfeeding Support & Promotion Hours - Time in this category is time spent:

- Delivering or attending training on Breastfeeding Promotion and Support that will directly benefit WIC participants;
- Direct participant services relating to breastfeeding;

- Participation in state and/or local planning committees dedicated to Breastfeeding Promotion and Support;
- Organizing volunteers and/or community groups to support Breastfeeding WIC participants;
- Breastfeeding Peer Counselors or other individuals hired to undertake home visits or other actions intended to assist women to continue with an initial decision to breastfeed (that is not being entered on a Breastfeeding Peer Counseling special funding screen of the online invoicing system);
- Evaluating breastfeeding initiatives;
- Developing or procurement of educational materials (including the preparation of food demonstrations) or instructional curricula related to Breastfeeding Promotion and Support;
- Travel time related to any of the above activities incurred by WIC;
- Direct delivery of breastfeeding counseling (individually or in groups);
- Performing Breastfeeding Coordinator functions.
- All WIC staff may code time to Breastfeeding Promotion and Support (both on the LAP and the monthly invoice).
- Clerical staff, HPAs, and WIC Certifiers should have only a minimal amount of time budgeted and coded to Breastfeeding Promotion and Support – no more than 3% on a regular basis, excluding training events. Appropriate activities for non-professional staff include procuring and producing
 - breastfeeding promotion and support materials (ordering or copying handouts, preparing bulletin boards, preparing mailings, etc.).
- All staff attending breastfeeding training or helping prepare for the training may code this time as breastfeeding promotion and support.
- Time coded to breastfeeding promotion and support counts toward the required 17% nutrition education, therefore it is important that the TA nutritionist monitor for appropriate use of this time coding.